

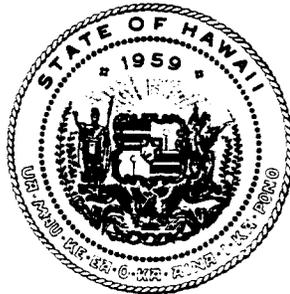
The Hawaii State Plan



EMPLOYMENT

STATE FUNCTIONAL PLAN
1990

The Hawaii State Plan



EMPLOYMENT

Preparation of this Functional Plan was coordinated by the
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
in accordance with Chapter 226, Hawaii Revised Statutes.

Submitted by *Mario R. Ramil* Date *Dec. 11, 1990*
Mario Ramil, Director

Approved By *John Waihee* Date *JAN 31 1991*
John Waihee, Governor, State of Hawaii



EXECUTIVE CHAMBERS
HONOLULU

JOHN WAIHEE
GOVERNOR

FOREWORD

As individuals, a person's vocation is an important part of his or her identity, and personal success is often linked to employment success. As a state, the productivity and competitiveness of our workforce is a major determinant of Hawaii's well-being. We acknowledge the importance of work in our lives with the development and revision of this Employment Functional Plan.

The Plan is intended to guide employment, training, and human resources services in Hawaii. The issues and recommendations are substantive and reflect the thinking of the education, labor, and business communities.

This Plan is founded on one basic premise: the entire community shares responsibility for meeting employment and training needs to ensure a capable and competitive workforce. It is my intention that this Employment Functional Plan will help make this possible.

JOHN WAIHEE

JOHN WAIHEE
GOVERNOR



MARIO R. RAMIL
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STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
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December 11, 1990

The Honorable John Waihee
Governor, State of Hawaii
State Capitol
Honolulu, Hawaii 96813

Dear Governor Waihee:

I am pleased to transmit this revised State Employment Functional Plan (EFP) for your approval. In coordination with our business, education and labor partners, the plan emphasizes education and preparation for work to achieve successful employment. Equally important are the recommendations for meeting current and anticipated labor shortages, improving worker benefits and working conditions and helping workers cope with changes in the workforce and the healthy socio-economic effects on their families. The plan also emphasizes inter-agency strategies for coordinating economic development with human resource needs, since each is reinforced by the other.

The issues, objectives and policies of this 1990 EFP are in the same framework as the first plan. Approximately half of the implementing actions is new, and designed for developmental services to bring special needs populations into the workforce. Helping such new workers is necessary to expand the already tight labor supply in Hawaii. The revised plan also emphasizes strategies to moderate the demand for labor to find alternative ways to ease the shortage situation, and to emphasize improvements on literacy, computer literacy, and vocational education programs.

EMPLOYMENT FUNCTIONAL PLAN
ADVISORY COMMITTEE

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STATE FUNCTIONAL PLANS

CHAPTER I: INTRODUCTION

The Hawaii State Plan (Chapter 226, Hawaii Revised Statutes) provides a long-range guide for Hawaii's future. It establishes a Statewide Planning System to achieve State goals, objectives and policies. This system requires the development of State Functional Plans (SFPs) which are approved by the Governor. The functional plans guide the implementation of State and County actions in the areas of agriculture, conservation lands, education, employment, energy, health, higher education, historic preservation, housing, human services, recreation, tourism, transportation, water resources, and other areas as designated by the Governor.

In 1984-85, the Legislature adopted the first 12 Functional Plans. In 1988, the State's focus was the preparation of five Functional Plans relating to human service and resource needs (education, employment, health, housing, and human services). The Governor approved the plans in 1989 in accordance with amendments to Chapter 226, HRS, which changed approval responsibility to the Governor. In 1989-90, the SFP revision process has focused primarily on the preparation of seven SFPs relating to physical resource needs and development (agriculture, conservation lands, energy, historic preservation, recreation, tourism and transportation).

Purpose of the State Functional Plans

In conjunction with County General Plans, State Functional Plans are the primary guideposts for implementing the Hawaii State Plan. While the Hawaii State Plan establishes long-term objectives for Hawaii, the State Functional Plans delineate specific strategies of policies and priority actions that should be addressed in the short-term.

In addition, there is an increased emphasis on the implementation of programs and actions. Therefore, Functional Plans contain specific, implementable actions that can be directly related to budget items.

The purpose of the State Functional Plans with respect to Chapter 226, as amended by Act 336, SLH 1987, are to:

- Identify major statewide priority concerns;
- Define current strategies for the functional area;
- Identify major relationships among functional areas;
- Provide the direction and strategies for departmental policies, programs and priorities;
- Provide a guide for the allocation of resources to carry out various State activities in coordination with County activities; and
- Assist in reconciling and coordinating State and County roles and responsibilities in the implementation of the Hawaii State Plan.

Role of the State Functional Plans

The Functional Plans primarily address priority actions that should be taken within a two- to six-year period. This time frame coincides with the Biennial Budget and Capital Improvement Program budgetary cycles. The plans primarily affect State operations; however, recommendations for coordinated actions at the Federal, County and private sector levels are also included.

State Functional Plans are intended to act in a coordinated fashion with County General Plans and Development Plans. Chapter 226, Hawaii Revised Statutes, as amended by Act 336, SLH 1987, states that County General Plans and Development Plans shall be used as a basis in the formulation of State Functional Plans. Conversely, the law also states that the Counties shall use approved State Functional Plans as guidelines in formulating, amending and implementing the County General Plans and Development Plans. Thus, State Functional Plans and the County General Plans and Development Plans each draw from the knowledge embodied in the other, and all are essential to implement the Hawaii State Plan. However, State Functional Plans are still not to be interpreted as law or actions. The Functional Plans assure that problems and issues of statewide importance are addressed, while the County General and Development Plans indicate desired population and physical development patterns for each County, and assure that the unique problems and needs of each County are addressed.

State Functional Plan Advisory Committees

State Functional Plan Advisory Committees are established for each Functional Plan and play a critical role by advising State Functional Plan agencies in the review, revision and implementation of the Functional Plan. These committees have also been instrumental in providing outreach opportunities for participation by individuals and special interest groups in the review process.

Each Functional Plan Advisory Committee is composed of State officials, public officials from each County, members of the public and experts in the particular functional area. Members are appointed by the Governor in accordance with provisions of the Hawaii State Plan, Section 226-57, Hawaii Revised Statutes.

Review and Revision

In order to be responsive to constantly changing needs and conditions, Functional Plans are subject to review and revision every two years; the time of which is linked to the review process of the Hawaii State Plan. The 1990 Employment Functional Plan revises the plan first developed in 1988.

In undertaking these reviews, some of the State Functional Plan agencies have developed Technical Reference Documents (TRDs) and/or other technical studies and resource materials which provide background information and supporting rationale for policies and actions contained in the Functional Plan.

Coordination

This Functional Plan document has been produced by the Department of Labor and Industrial Relations through extensive meetings and consultations with the Employment Functional Plan Advisory Committee, the Office of State Planning, other affected State and County agencies, the private sector, and the general public.

The Functional Plan agencies initiate interagency coordination by identifying areas with complementary and competing interests. The review and monitoring activities conducted by their Advisory Committees provide assurance that areas of complementary and competing relationships continue to be addressed in the implementation process.

While each Functional Plan agency develops a process for public and agency input, overall responsibility for assuring coordination among functional plans on a continuing basis rests with the Office of State Planning.

Each of the participating entities with their corresponding functions are identified in Figure 1.

Figure 1

KEY PARTICIPANTS IN THE STATE FUNCTIONAL PLAN PROCESS

KEY PARTICIPANTS	REQUIRED ACTIONS ACCORDING TO THE HAWAII STATE PLAN, CHAPTER 226, HRS, AS AMENDED
GOVERNOR	<p>The Governor establishes SFP Advisory Committees for each SFP. (\$226-57). Governor approves SFPs. (\$226-57). The Governor transmits approved SFPs to the Legislature, Mayors and County Councils for information. (\$226-58).</p>
LEGISLATURE	<p>Legislature reviews State Functional Plans approved by the Governor; which are used as guidelines to implement State policies. (\$226-58 and 59).</p>
OFFICE OF STATE PLANNING	<p>OSP prepares guidelines for the development, revision, and implementation of SFPs (\$226-55). It provides recommendations to the Governor and the Policy Council. OSP also provides reports and special studies for the Governor and the Policy Council. (\$226-55).</p>
BUDGET AND FINANCE	<p>The budgetary review and allocation process of the Department of Budget and Finance shall be in conformance with the Overall Theme, Goals, Objectives, and Policies, and shall utilize as guidelines the Priority Guidelines contained in the Hawaii State Plan and the State Functional Plans (\$226-52).</p>
FUNCTIONAL PLAN AGENCIES	<p>State agencies designated by the Governor to be responsible for SFP areas prepare the SFPs, work in close cooperation with SFP Advisory Committees, State and County officials, and solicit public views and comments. (\$226-57).</p>
FUNCTIONAL PLAN ADVISORY COMMITTEES	<p>SFP Advisory Committees work in close cooperation with SFP agencies and provide advice in preparing and implementing SFPs.</p>
STATE PLAN POLICY COUNCIL	<p>The Policy Council reviews SFPs to identify areas of potential conflict and to assure conformance with the State Plan. The Council submits its findings and recommendations to the Legislature on each SFP. (\$226-54 and 58). The Council prepares a Biennial Report for the Legislature which contains recommendations for legislative consideration and action. (\$226-54 and 62).</p>
GENERAL PUBLIC	<p>The general public participates in Statewide SFP Informational Meetings. Members of the public also serve on SFP Advisory Committees and the State Plan Policy Council, participate in statewide surveys, and provide comments and concerns to preparing SFP agencies (\$226-53 and 57).</p>

CHAPTER II: FRAMEWORK FOR THE EMPLOYMENT FUNCTIONAL PLAN

The Philosophical Base of the Employment Functional Plan

Hawaii in the twenty-first century: A thriving economy with businesses from the Pacific Basin and Asia based in the islands; local businesses growing to meet the demands of high technology, space exploration, ocean resource utilization; tourism thriving with increased leisure time and the development of centers on culture, arts, and health and fitness services; and, most importantly, human resource programs to develop and assist the individual and families. Lifetime learning will be a reality and workers will be trained for jobs that are changing. Business, labor, and government will work cooperatively to use public resources to assist the less fortunate with services that are appropriate, accessible, and effective in bringing all people into the mainstream of community life.

To make these visions become a reality, a number of challenges must be met and Hawaii's population must be prepared for these challenges to adapt to changes and be able to enjoy the rewards of economic and employment success.

In terms of demographic changes, Hawaii's population and workforce is expected to grow more slowly than in the past. The present decrease in the number of youth entering the workforce is expected to continue into the 1990's. The State's average unemployment rate was a low 2.8% for January-June 1990. The labor shortage is growing not just in Hawaii but in many other states. Because key industries as tourism have a number of job openings that are difficult to fill, employers have begun training and employing heretofore underutilized segments of our population: women, immigrants, the disabled, the elderly, ex-offenders, public welfare recipients, and other disadvantaged groups.

In view of the changing economy, dominated by information and service growth, Hawaii must keep abreast through competitive and coordinative public policies and strategies. Tourism accounts for one-third of all our jobs and one-half of the gross state product, but may grow more slowly in the future. Defense, Hawaii's second source of income, is expected to continue as a level, recession-free stabilizer in Hawaii's economy. Although sugar and pineapple productivity gains will continue, contributions to employment will lessen. While the trades will be the fastest growing sector, services will provide the most jobs and the most growth in jobs. Similar to the national scene, Hawaii will see agriculture and manufacturing far outshaded by the service industry, but particular technological advances may bring selective industries to Hawaii's developing high technology parks. With high technology in Hawaii emerging as a full-fledged industry, a multitude of applications for new industries are beginning to blossom. Hawaii's people must be educated to understand technology as it affects their daily lives and employment future. Training and retraining services for new employment areas need to keep pace with these developments.

With the internationalization of the world economy, the U.S. is no longer the sole global leader in the world economy. It must compete with other nations for resource markets and productivity. The development and utilization of human resources has become an important factor in economic competitiveness, and the community (industry, labor, government) must work together to train and educate our current and future workers to meet changing and challenging skill demands. The economic future of Hawaii and the nation may very well be the knowledge and skills of our future workers.

Some of the ideas that may influence this future scenario are summed up in the publication, "Living on the Leading Edge," State Policy Issues for Education and Economic Development in a Global Economy, prepared by the Council of State Governments in 1986. The report points out:

- "o As third world nations compete successfully for low wage manufacturing jobs, the United States will rely more heavily on knowledge-based industries and manufacturing, knowledge creation, and related service industries. New kinds of jobs requiring higher skill levels will constantly be developed."
- o People who historically have not done well in our schools, as well as women and minorities "will comprise an increasing percentage of our school-going population. If these people do not become more successful, we are sowing the seeds of a two-tiered economy with an imported work force, something we cannot afford either financially or socially."
- "o Education for work is a lifelong enterprise. Gone are the days when a person is prepared, like a menu item, for the world of work."
- "o Job change, retraining, and flexibility on the part of the individual as well as the employer and the society will become the norm for success, not the exception."
- "o Excellence and achievement in a pluralistic society must ultimately be measured and recognized in ways which respect the diversity in the population and the individual differences among people."

The Plan's Objectives

With these powerful trends shaping our lives and the need for government, especially state government, to take a lead role in responding and adjusting to these trends, not only to maintain a viable economic future for its citizens but to ensure a quality standard of living, this EMPLOYMENT FUNCTIONAL PLAN seeks to achieve these statewide objectives:

A. IMPROVE THE QUALIFICATIONS OF ENTRY-LEVEL WORKERS AND THEIR TRANSITION TO EMPLOYMENT

In times of labor shortage, the utilization of under-developed and different jobseekers highlights the need for improving basic skills, job readiness skills and facilitating their transition to employment, especially for special needs populations.

B. DEVELOP AND DELIVER EDUCATION, TRAINING AND RELATED SERVICES TO ENSURE AND MAINTAIN A QUALITY AND COMPETITIVE WORKFORCE

Changes in the workplace will mean learning and training will be constants for workers who wish to advance in the career ladder, or even to keep up with new technology, new ways of doing business and new skills. Private sector enterprises recognize training as a strategy to improve productivity and be competitive. Training has become a business in itself and public sector training programs have been part of national and Hawaii government employment policies for the last twenty-five years.

C. IMPROVE LABOR EXCHANGE

Job placement recurs several times in a person's life, intertwined with additional education, training, and other employment-related services. There needs to be greater emphasis on this function if the whole spectrum of employment and training services is to succeed. In addition, the state's current labor shortage is given particular attention in this plan. Improving work conditions, simplifying family care responsibilities, addressing substance abuse and restructuring jobs all help to increase productivity.

D. IMPROVE THE QUALITY OF LIFE FOR WORKERS AND FAMILIES

The complexity and pressures of modern living are compounded by the high cost of living in Hawaii and the high ratio of working family members. Family life and children in particular are greatly affected by parents' employment. Workplace conditions are subject to laws governing health, safety and standards of compensation, hiring practices and employment security. Both employers and present and potential employees need to be informed of these laws so that fair and equitable results in employment may be assured for all in the workplace.

E. IMPROVE PLANNING OF ECONOMIC DEVELOPMENT, EMPLOYMENT AND TRAINING ACTIVITIES.

In this age of information, the right information in the right place at the right time can improve services and decisions. To some extent, the information developed within and between economic development, employment and training organizations in the public sector is interdependent and especially for the purposes of human resource planning, should be developed and used as influential components of a related system.

The Approach

This Employment Functional Plan (EFP) has been developed through interagency efforts to guide and implement employment, training and human resources services in the State of Hawaii. The plan is especially suited to the interagency approach because employment overarches practically every other area: Are there sufficient numbers and resident skills to carry out the state's employment needs in human services, agriculture, health, education and economic development? Conversely, how do state economic development activities result in quality jobs? Department of Labor and Industrial Relations in particular performs a critical brokering role to interface economic development and education. See Appendix C for the portions of HRS Chapter 226 Hawaii State Plan pertaining to employment in the state which include overall principles (226-3), objectives and policies for the economy (226-6), priority guidelines to stimulate economic growth and encourage business expansion and development to provide needed jobs for Hawaii's people and achieve a stable and diversified economy (226-103 and 226-110), and policies for education which impact on employment (226-21).

There has also been a conscious effort to include the private sector in many government initiatives. This means government agencies will seek to involve the private sector in carrying out the plan's objectives. The premise is that the entire community shares responsibility for meeting employment and training needs and ensuring a capable and competitive workforce.

To be effective, implementation of the plan will often need to be geared to the smallest geographical unit possible. In that way, individual differences between the diverse areas of the state will be taken into account.

This plan contains recommended funding for program expansion and initiatives. The costs reflect budget requests by lead and assisting agencies for funds over and above the current funding level. Those actions planned to start during FB 91-93, but not funded in the 1991-93 biennium budget, will be the highest priority budget requests in the future. When the Start Date in the plan is later than FY-93, the action will have the second highest priority in the future. The total estimated new costs to support the EFP follow:

	<u>FY-92</u>	<u>FY-93</u>
Commission on Persons with Disabilities	\$ 5,000	\$ 5,000
Dept. of Education	3,026,010	3,881,282
Dept. of Human Services	11,298,133	10,620,917
Dept. of Labor and Industrial Relations	8,300,138	7,594,142
Dept. of Personnel Services	60,000	60,000
Dept. of Public Safety	1,635,713	527,844
Dept. of Transportation	400,000	100,000
Executive Office on Aging	125,000	125,000
Office of Children and Youth	7,497,082	11,021,809
University of Hawaii	<u>8,560,358</u>	<u>9,884,270</u>
TOTAL	\$40,907,434	\$43,820,264

CHAPTER III: OBJECTIVES, POLICIES, AND IMPLEMENTING ACTIONS

ISSUE AREA 1. EDUCATION AND PREPARATION SERVICES FOR EMPLOYMENT

Education and training have been identified as key elements linking human resources with employment for economic development. Education is part of the system which encompasses the human capital development, while training provides the skilled work force necessary to help move a community to new levels of employment productivity. Education provides the needed basic skills which help to facilitate job change as the rapid shifts in the economy take place. Education gives labor force entrants a lifetime capacity for learning flexibility and openness to change. Training strategies provide adaptation to labor demands which can be more specialized and customized to specific work settings and worker populations.

Recent economic changes have made the link between education, training, employment and economic development more critical: global competition has intensified, the pace of technological change has accelerated, and consumers are demanding more specialized products and services. Hawaii's low unemployment rate means that qualified job seekers are scarce and many in the job market have less than desirable work skills. More employers are recognizing that training means better business and opportunities for training need to be provided in and out of the work place. More importantly, education and training support career ladder movement of people from low-paying entry level jobs to higher-level positions and satisfying career options.

OBJECTIVE A: IMPROVE THE QUALIFICATIONS OF ENTRY LEVEL WORKERS AND THEIR TRANSITION TO EMPLOYMENT.

POLICY A(1): Improve basic skills.

Test scores, employers' concerns, and numerous local and national reports and conferences document the need for improving basic skills; i.e., reading, writing, computation, communication, and technology awareness. Inadequacy in basic skills is so pervasive that several groups need to be targeted for improvement. In order to meet the needs of the school age population so they can pursue any field of study suitable to their interests and abilities and school-age dropouts and at-risk students who do not function satisfactorily in the regular school setting, alternative learning situations, career planning, transition and support services need to be provided to alleviate barriers to learning success. The Department of Education (DOE) is the lead agency for the education of the primary and secondary school age population and works with the labor, social, health, and juvenile justice agencies to address pervasive problems of youth. Many postsecondary students require remedial work to raise their basic skills to a level where they may be able to function in a college-level classroom. The University of Hawaii (UH) is the lead agency for the education of postsecondary students.

Agency responsibilities to advocate, initiate, monitor and broker the delivery of services to achieve literacy for adults must be clearly defined. Illiteracy is pervasive throughout society and includes both employed and unemployed people. Immigrants also need instruction in English as a second language.

ACTION A(1)(a). DOE to identify school-age dropouts and potential dropouts, provide academic assistance for at-risk students (K-12), and expand services to identified students.

Lead Organization: DOE
Assisting Organizations: CAA, DLIR-TC, PIC, UHCC-ETO, OCY
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$487,084 (DOE)
FY-93 \$551,556 (DOE)

ACTION A(1)(b). DOE to strengthen and expand the computer education program to meet student needs in keeping up with new and rapidly changing technology and increasing applications.

Lead Organization: DOE
Assisting Organization: B&F
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$485,000 (DOE)
FY-93 \$970,000 (DOE)

ACTION A(1)(c). DOE to provide teacher in-service training to assist students in the use of computers for a range of learning activities (computer-assisted instruction, word processing, etc.)

Lead Organization: DOE
Assisting Organizations: UH-Manoa, UH-Hilo
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$15,000 (DOE)
FY-93 \$30,000 (DOE)

ACTION A(1)(d). DOE to develop science-technology courses.

Lead Organization: DOE
Assisting Organizations: DLIR-SCOVE, OSDVE
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$209,770 (DOE)
FY-93 \$482,870 (DOE)

ACTION A(1)(e). DOE to increase the number of graduates who have mastered the higher skills necessary to enter postsecondary preparation for employment in technology or the professions; i.e., increasing rigor in math, writing, and English over 12 years that allow a University student to choose any field of concentration.

Lead Organization: DOE
Assisting Organization: UH
Start Date: FY-94
Target Location: Statewide
Total Budget Estimate: FY-92 \$0
FY-93 \$0

ACTION A(1)(f). UH Community Colleges and DOE to continue to expand articulation of programs where the last two years of high school would move into a two-year vocational or technical program for a degree or certificate from community colleges.

Lead Organizations: UHCC, DOE
Assisting Organizations: DLIR-SCOVE, DLIR-TC
Start Date: FY-93
Target Location: Oahu
Total Budget Estimate: FY-92 \$0
FY-93 \$0

ACTION A(1)(g). UH Community Colleges and UH-Hilo to encourage programs of mandatory testing of incoming students and placement into appropriate remedial and developmental programs as necessary.

Lead Organizations: UHCC and UH-Hilo
Assisting Organizations: DOE, CAA, DLIR-Apprenticeship
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$714,432 (UH)
FY-93 \$914,936 (UH)

ACTION A(1)(h). OCY and the Governor's Council for Literacy to coordinate and facilitate interagency responsibility and promote and establish public and private sector partnerships for achieving literacy.

Lead Organizations: OCY, Governor's Council for Literacy
Assisting Organizations: DOE, UHCC, DLIR-OETA, Chambers of Commerce, Businesses, Business Roundtable, DBED, DHS, Office of Library Services, OHA, County Literacy Coalitions, Unions, Media
Start Date: FY-90
Target Location: Statewide
Total Budget Estimate: FY-92 \$1,856,596 (OCY)
\$ 326,658 (UH)
FY-93 \$ 963,616 (OCY)
\$ 279,374 (UH)

ACTION A(1)(i). DOE to expand the statewide cadre that develops and provides literacy programs and services through training modules to the 11 community schools for adults and other agencies, addressing family literacy, workplace literacy, and individual and other community literacy needs.

Lead Organization: DOE
Assisting Organizations: UHCC, DLIR, DHS, OCY, CBO
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$1,020,776 (DOE)
FY-93 \$1,153,656 (DOE)
Note: Same amount also funds A(2)(f).

ACTION A(1)(j). DLIR-TC to pilot and implement common assessment tools to enhance career decision-making, identify competencies for employability, including basic skills, preemployment skills, work experiences, and work maturity.

Lead Organization: DLIR-TC
Assisting Organizations: DOE, PIC, DLIR-ES
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$26,141 (DLIR)
FY-93 \$24,526 (DLIR)
Note: Same amount also funds A(3)(m)

ACTION A(1)(k). DLIR-OETA, through JTPA service providers, to guide private sector employers in providing more worksite training in basic skills.

Lead Organization: DLIR-OETA
Assisting Organizations: PIC, UHCC
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 Not applicable
FY-93 Not applicable

POLICY A(2): Establish proactive measures to increase access of special needs populations to education and training which promote career choices and upward mobility.

In order to succeed in employment, many of Hawaii's jobseekers need support services over and above what is regularly available. Special services are needed to remove employment barriers and to provide access to employment opportunities. While there are many and varied special services to targeted populations, not all the assistance that these special groups need is readily available or known to them. Further, there are inadequate career and vocational assessment techniques to determine the most appropriate types and extent of services. As a result, optimal use of resources toward a comprehensive, easily accessible service system has not been realized.

Some areas of Hawaii and some industries like the hotels and hospitals are presently experiencing labor shortages which have focused attention on the challenge of developing unemployed and underemployed persons as a source of labor. Thus, a window of opportunity has opened for special needs groups to obtain stable employment and become economically self-sufficient.

ACTION A(2)(a). Underrepresented minorities: UH to provide multifaceted services to improve minority student admission, retention, and overall success in meeting educational goals, with a focus on Hawaiian, Filipino, Pacific Islander, Southeast Asian, single parents, male, female, and disabled students in programs in which they are underrepresented.

Lead Organization: UH
Assisting Organizations: DOE, DLIR-Apprenticeship/TC, CAA
Alu Like
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$1,139,438 (UH)
FY-93 \$1,225,431 (UH)

ACTION A(2)(b). Older adults: EOA to continue public awareness, advocacy, and support services on employment to elders and persons with disabilities through its network on aging.

Lead Organization: EOA
Assisting Organizations: DLIR-ES/R&S, DOH, DHS, Counties,
CBO, UH
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$50,000 (EOA)
FY-93 \$50,000 (EOA)

ACTION A(2)(c). Homeless people: DLIR-OETA, through Job Training Partnership Act (JTPA) service providers, to expand training programs and placement efforts for homeless individuals.

Lead Organization: DLIR-OETA
Assisting Organizations: UH, Counties, PIC, HJTCC, DLIR-OCS
CAA, CBO, HHA, HFDC, DOH
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 Not applicable
FY-93 Not applicable

ACTION A(2)(d). Incarcerated persons: PSD to expand education and training programs for youth and adult inmates in basic educational skills, life and social skills, vocational skills and job seeking and keeping skills for successful reentry and employment in society.

Lead Organization: PSD
Assisting Organizations: DOE, DLIR-ES/OETA/SCOVE/TC,
DHS-OYS, UH, Alu Like, John Howard Assn., Goodwill
Industries, CBO, COPWD
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$1,398,468 (PSD)
FY-93 \$ 271,619 (PSD)

ACTION A(2)(e). Non-native speakers: UH to increase capacity to teach reading and English as a second language to meet the needs of the expanding population of non-native speakers of English, and where appropriate, establish centers for basic skills and adult education.

Lead Organization: UH
Assisting Organizations: DOE, OCY, DLIR-OCS
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$412,658 (UH)
FY-93 \$366,394 (UH)

ACTION A(2)(f). Non-native speakers: DOE to improve and expand an effective English as a Second Language Program (lower than college level), within the community schools for adults that will meet the economic and social needs of the increasing number of non-native speakers of English.

Lead Organization: DOE
Assisting Organizations: UH, OCY, DLIR-OCS, DHS
Start Date: FY-94
Target Location: Statewide
Total Budget Estimate: FY-92 \$1,020,776 (DOE)
FY-93 \$1,153,656 (DOE)
Note: Same amount also funds A(1)(i)

ACTION A(2)(g). Disadvantaged persons: DLIR-ES to continue to administer and provide, through JobHelp Stores, intensive and coordinated employment and training services for Asian immigrants and Pacific Islanders.

Lead Organization: DLIR-ES
Assisting Organizations: Susannah Wesley Community Center, KPISC, Child and Family Service, Catholic Immigration Center, Alu Like, DOE, UH
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$1,500,000 (DLIR)
FY-93 \$INA

ACTION A(2)(h). Disadvantaged persons: UH to seek increased percentage of tuition waivers to be available to financially needy students, e.g., JOBS clients.

Lead Organization: UH
Assisting Organizations: DLIR-ES, OCY, DHS, DOE, Alu Like
Start Date: FY-94
Target Location: Statewide
Total Budget Estimate: FY-92 \$0
FY-93 \$0

ACTION A(2)(i). Disadvantaged persons: DLIR-OCS to contract outreach services to assist in locating and providing case management to welfare recipients to be trained under the JOBS program.

Lead Organization: DLIR-OCS
Assisting Organizations: CAA, CBO
Start Date: July 1991
Target Location: Statewide
Total Budget Estimate: FY-92 \$500,000 (DLIR)
FY-93 \$500,000 (DLIR)

ACTION A(2)(j). Persons with disabilities: UH to continue to provide in-service, upgrade, and retraining to service providers of people with disabilities.

Lead Organization: UH
Assisting Organizations: DHS, DOE, DOH
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$75,000 (UH)
FY-93 \$75,000 (UH)

ACTION A(2)(k). At-risk. DHS-OYS to coordinate continuum of services for at-risk youth, including education/employment/training/vocational counseling/transition services.

Lead Organization: DHS-OYS
Assisting Organizations: DOE, DOH, DLIR-TC/OETA/COEHR, OCY, PSD, UH, OSDVE, Judiciary, County Police, CBO
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$685,861 (DHS)
FY-93 \$720,154 (DHS)

ACTION A(2)(l). At-risk. DHS-OYS to establish Youth Service Centers in each county which will coordinate multi-agency service delivery to each at-risk youth and refer youth to education/employment/training/vocational counseling/transition services as needed.

Lead Organization: DHS-OYS
Assisting Organizations: DOE, DOH, DLIR-TC/OETA/COEHR, OCY, UH, OSDVE, Judiciary, County Police, CBO
Start Date: FY-94
Target Location: Statewide
Total Budget Estimate: FY-92 \$0
FY-93 \$0

POLICY A(3): Facilitate the transition of persons entering or returning to the labor force or being displaced from their jobs with counseling, career education, training, and transition services to succeed in finding employment and staying employed.

Employers frequently cite job applicants' lack of:

- o Positive work attitudes and habits relating to dress, speech, grooming, attendance, punctuality, conduct, pride in workmanship, initiative, respect for supervision, acceptance of feedback, and self-esteem.
- o Knowledge of the world of work in terms of job search skills, job interview preparation, career information, awareness of one's interests, skills, ability and potential, and a realistic view of entry level work, pay and length of the work day.

Attempts to solve this problem have been addressed by a variety of planning, transition, training and support services which need to be assessed in terms of gaps, overlaps and effectiveness.

Workers who are or may be dislocated by economic shifts present a special challenge. First, worker retraining and other measures may keep a business operating, productive, and competitive. However, when business closures take place, worker adjustment services and retraining should start prior to layoff to ease the workers' uncertainty and help transition these experienced workers to other employment or training.

ACTION A(3)(a). DOE to fully implement the Foundation Guidance Program which includes reducing the counselor/student ratio; increasing the technological capabilities of counseling offices, i.e., microcomputers; dedicating time to vocational counseling; and assuring that all students have a career plan by the time they graduate.

Lead Organization: DOE
Assisting Organizations: DLIR-ES, DLIR-TC/COEHR/SCOVE
Start Date: FY-94
Target Location: Statewide
Total Budget Estimate: FY-92 \$0
FY-93 \$0

ACTION A(3)(b). DOE to continue to develop and implement transition goals for special education students age 15 and older through the individualized transition planning process. The transition goals relating to post-school employment, education, and independent living will guide the development of individualized educational programs (IEP) and individualized transition program (ITP) plans to better prepare the students for transition into employment and higher education.

Lead Organization: DOE
Assisting Organizations: DLIR-TC, DHS-Vocational Rehabilitation, COPWD, UH, Alu Like
Start Date: FY-94
Target Location: Statewide
Total Budget Estimate: FY-92 \$0
FY-93 \$0

ACTION A(3)(c). UH to provide support to nontraditional students (e.g., part-time; older; minority; in some fields, men or women) in career counseling, employment/training opportunities, and job readiness.

Lead Organization: UH
Assisting Organization: DLIR-TC, Alu Like
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$576,907 (UH)
FY-93 \$404,495 (UH)

ACTION A(3)(d). DOE to include employees' rights and responsibilities in the career and vocational education curricula.

Lead Organization: DOE
Assisting Organizations: UH, DLIR-TC, Business Organizations
Start Date: FY-94
Target Location: Statewide
Total Budget Estimate: FY-92 \$0
FY-93 \$0

ACTION A(3)(e). DHS to continue implementation of the JOBS program by use of the case management concept for welfare recipients, whereby clients can take advantage of single access to a comprehensive intake service that will provide employability assessment, and development of an action plan, and the coordination of services and resources to carry out the plan. Requirements of the federal Family Support Act of 1988 will be incorporated.

Lead Organization: DHS
Assisting Organizations: DLIR-ES/OETA/Apprenticeship,
PIC, UHCC, DOE, DOH, CBO
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$10,612,272 (DHS)
FY-93 \$ 9,900,763 (DHS)

ACTION A(3)(f). DHS to expand transition services to the neighbor islands for foster children, ages 16-20.

Lead Organization: DHS
Assisting Organizations: OCY, DLIR-TC, Alu Like
Start Date: FY-94
Target Location: Neighbor islands
Total Budget Estimate: FY-92 \$0
FY-93 \$0

ACTION A(3)(g). PSD to provide more realistic experience of the actual job market and provide the opportunity to continue pre-release vocational training after incarcerated persons have been released.

Lead Organization: PSD
Assisting Organizations: UHCC, UH-Voed, UH-Hilo, State and
County Agencies Providing Work Sites, Alu Like,
DLIR-OETA, PIC, John Howard Assn., Goodwill
Industries, AIMS
Start Date: FY-92
Target Location: Oahu
Total Budget Estimate: FY-92 \$ 90,000 (UH)
\$237,245 (PSD)
FY-93 \$ 90,000 (UH)
\$256,225 (PSD)

ACTION A(3)(h). DLIR-COEHR to establish an Interagency Consortium on Special Needs Employment, with representation from all special needs groups and service agencies, to address the coordination of the employment needs of special needs populations and to ensure that gaps and overlaps in services to these groups will be minimized. Consortium to develop job placement and follow-up strategies for special needs jobseekers through joint consultation among special needs services and job placement organizations; to coordinate state agencies in encouraging employers to make job accommodations, if necessary, for jobseekers and employees with special needs.

Lead Organization: DLIR-COEHR
Assisting Organizations: DHS, DOH, EOA, DOE, UH, CBO, DPS,
Veterans Centers, COPWD, UH-Hilo, DLIR-OETA/OCS, DDC
Alu Like
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY 92 \$33,000 (DLIR)
FY 93 \$42,000 (DLIR)

ACTION A(3)(i). DLIR-TC and ES to coordinate services for improved job placement of high school graduates entering the labor market after high school.

Lead Organization: DLIR-TC and ES
Assisting Organizations: DOE, Chambers of Commerce, Hawaii
Hotel Association, Other Business Organizations, Alu
Like
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$121,504 (DLIR)
FY-93 \$126,492 (DLIR)

ACTION A(3)(j). DLIR-CK to develop a computerized career information delivery system for special needs groups. This may involve a microcomputer or minicomputer and software tailored specifically for persons with disabilities, older job seekers, and incarcerated persons.

Lead Organization: DLIR-CK
Assisting Organizations: Members of HCIDS Advisory Committee
COPWD, EOA, PSD
Start Date: August 1, 1991
Target Location: Statewide
Total Budget Estimate: FY-92 \$150,000 (DLIR)
FY-93 \$175,000 (DLIR)

ACTION A(3)(k). DLIR-CK to continue to develop a one-stop microcomputer career information delivery system linked to the statewide telecommunications system.

Lead Organization: DLIR-CK
Assisting Organizations: B&F, DAGS, Members of HCIDS
Advisory Committee
Start Date: July 1, 1991
Target Location: Statewide
Total Budget Estimate: FY-92 \$75,000 (DLIR)
FY-93 \$100,000 (DLIR)

ACTION A(3)(1). DLIR-TC to continue gradual expansion of Transition Centers to all high schools, and where necessary, to address barriers preventing employability development.

Lead Organization: DLIR-TC
Assisting Organizations: DOE, DOH, DHS
Start Date: July 1991
Target Location: Statewide
Total Budget Estimate: FY-92 \$234,731 (DLIR)
FY-93 \$620,027 (DLIR)

ACTION A(3)(m). DLIR-TC to develop a curriculum guide for pre-employment training to include multi-media presentations for group services and individualized instructional programs.

Lead Organization: DLIR-TC
Assisting Organizations: DLIR-ES, DOE, SDA
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$26,141 (DLIR)
FY-93 \$24,526 (DLIR)
Note: Same amount funds A(1)(j)

ACTION A(3)(n). DLIR-TC and DLIR-ES to pilot job placement services for youth in summer and part-time employment through career and job fairs, referral services, and through computerized matching of work experiences to student interests and skills.

Lead Organization: DLIR-TC/ES
Assisting Organizations: DLIR-OETA, SDA
Start Date: FY-92
Target Location: Maui
Total Budget Estimate: FY-92 \$92,265 (DLIR)
FY-93 \$91,830 (DLIR)

ACTION A(3)(o). DLIR-TC to pilot a project to address the need for career and employment information and counseling, social services, health services, and education to youth offenders and ex-offenders.

Lead Organization: DLIR-TC
Assisting Organizations: DOE, DOH, DHS-OYS, Judiciary, PSD,
CBO
Start Date: FY-93
Target Location: Oahu
Total Budget Estimate: FY-92 \$ 0
FY-93 \$290,308 (DLIR)

ACTION A(3)(p). DLIR-HRDSP to assist agencies that provide employment training programs to special target groups who have encountered barriers to employment but do not meet the income criteria for federally-funded programs.

Lead Organization: DLIR-HRDSP
Assisting Organizations: DLIR-OETA/ES/OCS, DOE, PSD, EOA
Starting Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$300,000 (DLIR)
FY-93 \$300,000 (DLIR)

ACTION A(3)(q). DLIR-OCS to assist movement of refugees from Oahu to the neighbor islands to improve their opportunities for self-sufficiency.

Lead Organization: DLIR-OCS
Assisting Organizations: DLIR-ES/OETA, PIC
Start Date: July 1991
Target Location: Neighbor islands
Total Budget Estimate: FY-92 \$280,000 (DLIR)
FY-93 \$300,000 (DLIR)

ACTION A(3)(r). DLIR-OCS to provide case management and job development/placement services for refugee new arrivals to assist them in becoming self-sufficient in Hawaii.

Lead Organization: DLIR-OCS
Assisting Organizations: Child and Family Service (Oahu)
and Catholic Immigration Center (Kauai, Maui, Hawaii)
Start Date: September 1991
Target Location: Statewide
Total Budget Estimate: FY-92 \$300,000 (DLIR)
FY-93 \$330,000 (DLIR)

ACTION A(3)(s). DLIR-OCS to implement a Youth Motivation Program which will have a strong focus on the social support, acculturation and employment needs of newly arrived immigrant youths and their families.

Lead Organization: DLIR-OCS
Assisting Organizations: DHS, DOE, OCY, DLIR-ES/TC/OETA, CBO
Start Date: July 1991
Target Location: Statewide
Total Budget Estimate: FY-92 \$400,000 (DLIR)
FY-93 \$440,000 (DLIR)

ACTION A(3)(t). DLIR-OETA to assist displaced agricultural workers move into alternative agricultural employment.

Lead Organization: DLIR-OETA
Assisting Organizations: ILWU, DBED, DOA, PIC
Start Date: 1991
Target Location: Statewide
Total Budget Estimate: FY-92 \$500,000 (DLIR)
FY-93 \$500,000 (DLIR)

ACTION A(3)(u). Private business to provide more opportunities for vocational education teacher renewal in related work experience.

Lead Organization: Chamber of Commerce
Assisting Organizations: DOE, UH
Start Date: FY-92
Target Location: Oahu
Total Budget Estimate: FY-92 INA
FY-93 INA

ACTION A(3)(v). UH to expand services to students relating to job placement, career counseling, and information on occupation and education/training opportunities in Hawaii and provide a better match of placement opportunities for higher education students and industry needs.

Lead Organization: UH
Assisting Organizations: DBED, DLIR-ES, Chamber of Commerce, Businesses
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$101,827 (UH)
FY-93 \$218,436 (UH)

OBJECTIVE B: DEVELOP AND DELIVER EDUCATION, TRAINING AND RELATED SERVICES TO ENSURE AND MAINTAIN A QUALITY AND COMPETITIVE WORKFORCE.

POLICY B(1): Improve occupational skill training and entrepreneurial training so that entry-level workers and new entrepreneurs are job-ready.

Entry-level training services enable youth, displaced homemakers, out-of-work adults, in-migrants, and other workers changing fields to obtain specific vocational skills. Beyond the basic academic preparation that every worker needs, job specific knowledge and abilities are advantages in attaining an entry-level job. Entry-level skill training is provided by high schools, community colleges, apprenticeship arrangements, private training schools, and businesses with in-house training programs. Efforts to increase access to these programs especially in rural areas should be a high priority.

Nurturing existing small businesses and new entrepreneurs will provide opportunities for new ownership which may help retain, expand, and diversify managerial and technological expertise in Hawaii. To slow the out-migration of Hawaii's best technical and professional talent, to enable top managers in existing industries to create business ventures of their own, and to help promising small businesses achieve their full growth potential, more in-school entrepreneurial training and more assistance to nurturing potential entrepreneurs and existing small businesses should be provided.

ACTION B(1)(a). DOE to strengthen the cluster of vocational health occupations courses and provide resources and in-service training to each school implementing the courses.

Lead Organization: DOE
Assisting Organizations: DOH, DLIR-COEHR/SCOVE, UH
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$93,600 (DOE)
FY-93 \$69,200 (DOE)

ACTION B(1)(b). DOE to continue to improve job skills training of vocational students to meet business and industry needs.

Lead Organization: DOE
Assisting Organizations: DLIR-SCOVE, UHCC, UH-Hilo, UH-Voed
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$196,000 (DOE)
\$ 83,000 (DLIR)
FY-93 \$ 50,000 (DLIR)

ACTION B(1)(c). DOE to implement varied delivery of vocational courses; e.g., after school short courses, mentoring, weekend area vocational centers.

Lead Organization: DOE
Assisting Organization:
Start Date: FY-94
Target Location: Statewide
Total Budget Estimate: FY-92 \$0
FY-93 \$0

ACTION B(1)(d). DOE to strengthen the cluster of agri/aquaculture courses to include biotechnology and applied technology systems.

Lead Organization: DOE
Assisting Organization: UH
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$518,780 (DOE)
FY-93 \$624,000 (DOE)

ACTION B(1)(e). UH to provide increased research, education, vocational training opportunities, and entrepreneurship training in new and expanded programs which respond to the changing State economy, job market, and workplace, including: the developing high technology industry; the visitor industry; biotechnology; agricultural technology and management, diversified agriculture and aquaculture; small business development; and cultural and ethnic studies.

Lead Organization: UH
Assisting Organizations: Chamber of Commerce of Hawaii,
DBED, DLIR-ASSET
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$2,159,616 (UH)
FY-93 \$2,888,037 (UH)

ACTION B(1)(f). UH to increase the number of persons qualified in essential human services, in particular, nursing, mental health, speech therapy, emergency medical services, social work, child care and teaching to meet State employment shortages; and explore the feasibility of increasing the number of registered physical therapists and occupational therapists in the state.

Lead Organization: UH
Assisting Organizations: DPS, DHS, DOH, DOE, OCY,
DLIR-HRDSP, Private Sector
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$2,415,443 (UH)
FY-93 \$2,794,225 (UH)

ACTION B(1)(g). DLIR-HRDSP to continue the development of a training system; e.g., Job Skills Center, that promotes business, labor and government collaboration in programs that increase the number and skills of workers for entry into high demand and growth occupations.

Lead Organization: DLIR-HRDSP
Assisting Organizations: DLIR-RS/ES/OETA/COEHR, DBED, UH,
DOE, DPS, Private Training Institutions, Business and
Labor Organizations
Starting Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$850,000 (DLIR)
FY-93 \$850,000 (DLIR)

ACTION B(1)(h). DLIR-Apprenticeship, labor unions, and employers to expand pre-apprenticeship programs to recruit new and nontraditional persons.

Lead Organizations: DLIR-Apprenticeship, Labor Unions, and
Employers
Assisting Organizations: UH, Private Business, DOE
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$30,000 (DLIR)
FY-93 \$50,000 (DLIR)

ACTION B(2)(b). UH to offer short- and long-term training programs that meet the employment needs of all areas of the Neighbor Islands.

Lead Organization: UH
Assisting Organizations: DLIR-ES, Neighbor Island PIC,
Neighbor Island Counties, OSP
Start Date: FY-92
Target Location: Neighbor Islands
Total Budget Estimate: FY-92 \$356,494 (UH)
FY-93 \$415,368 (UH)

ACTION B(2)(c). DLIR-ASSET to continue to support new industry development and the expansion of growth industries through the provision of appropriate training services.

Lead Organization: DLIR-ASSET
Assisting Organizations: DBED, UH, Private Training
Institutions, Business and Labor Organizations, High
Tech. Dev. Corp., Counties, OSP
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$300,000 (DLIR)
FY-93 \$300,000 (DLIR)

ACTION B(2)(d). DLIR-TTC to recommend and demonstrate improvements in the productivity and quality of personnel at the Honolulu International Airport.

Lead Organization: DLIR-TTC
Assisting Organization: DOT
Start Date: FY-92
Target Location: Oahu
Total Budget Estimate: FY-92 \$17,000 (DLIR)
FY-93 \$0

ISSUE AREA 2. JOB PLACEMENT

Job placement is at the end of the continuum of employment and training services and results in gainful employment. It is, however, a recurrent occurrence throughout the continuum of providing education, training, and other employment-related services. There needs to be greater emphasis on this function if the whole spectrum of employment and training services is to succeed, not only to benefit those who have received training or other forms of job preparedness through JTPA or similar programs but also those who either were ineligible for such services (gap group) or who do not need such services but who need assistance in obtaining employment (jobready clients).

OBJECTIVE C: IMPROVE LABOR EXCHANGE.

POLICY C(1): Improve the efficiency of public labor exchange agencies (excluding private employment agencies).

Many organizations are doing job placement, sometimes resulting in duplicative job solicitation and screening for employers and mismatching of jobseekers with available jobs.

ACTION C(1)(a). DLIR-ES to further develop multi-service assistance centers for jobseekers and employers blending staff and resources from state, county, and nonprofit placement and placement-related organizations. Models may consist of separately identified sites, in-house projects within existing ES offices, or outreach projects located in a variety of community-based sites.

Lead Organization: DLIR-ES
Assisting Organizations: SDA, CAA, UH, DHS, CBO, PIC, HJTCC
Start Date: FY-94
Target Location: Statewide
Total Budget Estimate: FY-92 \$0
FY-93 \$0

ACTION C(1)(b). DPS to develop a computer based job evaluation system to ensure maximum use and mobility of human resources by generating current job descriptions for new and existing positions, generating bridge positions in short skill areas, and generating appropriate inventories of required skills for State civil service jobs.

Lead Organization: DPS
Assisting Organizations: All State agencies
Start Date: July 1, 1991
Target Location: Statewide
Total Budget Estimate: FY-92 Not applicable
FY-93 Not applicable

POLICY C(2): Increase the pool of resident jobseekers.

In a tight labor market, the State needs to pursue creative strategies to increase the labor pool. Improved family care [discussed under D(3)], transportation, housing, and job accommodation are examples of such strategies.

Not enough employers make job accommodations in order to employ people with special needs. Job placement specialists should strengthen efforts to get employers to proactively hire older or disabled workers and, if necessary, make some accommodation or adjustment to their respective jobs. The adjustments may reflect styles of work, company practices, organizational differences and/or the strengths and weaknesses of the individual concerned. In recent years, the term, job accommodation, has been used to reflect a reasonable modification to the job, primarily to provide opportunities for workers with disabilities. This reasonable job accommodation takes the form of modifications to time, environment, equipment, and/or job duties.

ACTION C(2)(a). State departments, in accordance with state policy, to budget appropriate funds to ensure reasonable job accommodation for persons with disabilities to increase State hiring of qualified applicants with disabilities.

Lead Organizations: All State agencies
Assisting Organization:
Start Date: FY-94
Target Location: Statewide
Total Budget Estimate: FY-92 \$0
FY-93 \$0

ACTION C(2)(b). DPS to provide sensitivity training related to disability issues for state employees.

Lead Organization: DPS
Assisting Organization: COPWD
Start Date: FY-91
Target Location: Statewide
Total Budget Estimate: FY-92 Not applicable
FY-93 Not applicable

ACTION C(2)(c). DOH to develop a joint employer-union model which addresses substance abuse in both the public and private workplace.

Lead Organization: DOH
Assisting Organizations: DLIR, Labor Unions, Private Business, Office of Collective Bargaining, DPS
Start Date: FY-94
Target Location: Statewide
Total Budget Estimate: FY-92 \$0
FY-93 \$0

ACTION C(2)(d). COPWD to review occupational and self employment licensing procedures to determine if they hinder or prohibit persons with disabilities from obtaining a business license.

Lead Organization: COPWD
Assisting Organization: DCCA
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$5,000 (COPWD)
FY-93 \$5,000 (COPWD)

ACTION C(2)(e). DLIR's COEHR to survey Office Automation and Information Systems of one department to recommend improvements to worker productivity and services to the public.

Lead Organization: DLIR-COEHR
Assisting Organization: DPS
Start Date: FY-92
Target Location: Oahu
Total Budget Estimate: FY-92 Not applicable
FY-93 Not applicable

ACTION C(2)(f). State Land Use Commission and counties to impose realistic and fair employee housing requirements on projects seeking land use redesignations, general or development plan amendments, rezoning, SMA permits, and building permits.

Lead Organization: State Land Use Commission and counties
Assisting Organization: HFDC, OSP, DOA
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 Not applicable
FY-93 Not applicable

ISSUE AREA 3. QUALITY OF WORKLIFE

Providing quality jobs through business expansion and attracting new businesses are the cornerstones of the State's economic development policy. At the same time, the State seeks to achieve a quality of life in the workplace that will promote worker productivity and spur business expansion and diversification. The quality of worklife which is promoted by labor and health laws and improved employer-employee relations brings about the productive and stable workforce that is necessary in achieving competitiveness.

OBJECTIVE D: IMPROVE THE QUALITY OF LIFE FOR WORKERS AND FAMILIES.

POLICY D(1): Educate and inform the public about labor and health laws through the joint efforts of state agencies.

Workers' benefits and employment rights are protected and promoted by laws that:

- a. Alleviate the economic hardship of workers during periods of disability or temporary unemployment;
- b. Assure all workers of their legal rights and benefits relative to wages, and safeguard workers against job discrimination;
- c. Assure the safety and physical well-being of workers on the job.

Due to the diverse and complex nature of laws that affect business operations and provide for worker benefits and employment rights, there is a continuing need to inform the general public (employers, workers, students) on the scope and purpose of these laws. Through such educational efforts, employers will be better able to comply with their legal responsibilities, and workers will be better informed of their employment benefits and rights.

ACTION D(1)(a). DLIR Information Office to implement a coordinated departmental program that would assess, develop and implement educational and informational programs for improvement of services to employers, workers, and the public.

Lead Organization: DLIR Information Office
Assisting Organizations: DLIR divisions/offices, DBED,
DCCA, DOH, DHS, TAX
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 Not applicable
FY-93 Not applicable

POLICY D(2): Increase the number and types of training programs that can assist State employees in dealing with and assisting the public.

Services to the public can be enhanced if State employees are provided more training opportunities in dealing with the public. Public frustration in "reaching the right office" or "communicating with insensitive or unknowledgeable employees" contributes significantly to any negative perception of government's ability to serve the public effectively and efficiently.

ACTION D(2)(a). DPS to engage the services of a consultant to develop a plan to provide State employees with a strong orientation on agency responsibilities and programs. The consultant will also design the various programs that will implement the plan.

Lead Organization: DPS
Assisting Organizations: All State Agencies, Labor Unions
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$60,000 (DPS)
FY-93 \$60,000 (DPS)

POLICY D(3): Develop flexible programs that provide workers with various options to meet their individual family care-giving responsibilities, including employer-paid or sponsored benefits which attract and retain valuable workers including emergency care, child care discounts and vouchers, referral services, on-site day care centers, personal care services, flexible benefits packages, and flexplace worksites.

The increased participation of family members, especially women in the labor force, means fewer persons are available to provide at-home care for children, aging parents and dependents with disabilities. Also, single parents are unable to transition from dependence on welfare to supporting their families through unsubsidized employment without access to affordable child care. Inadequate or non-existent parental leave and sick-child care leave complicate family and worklife responsibilities for many parents. There is a need to increase employer awareness of job accommodations to strengthen families and enable care-givers to continue working.

ACTION D(3)(a). DLIR-OCS to implement quality wrap around care with a Head Start Program to enable Head Start parents to secure full-time employment.

Lead Organization: DLIR-OCS
Assisting Organizations: DHS, DOH, CAA, Parent Child Center, OCY
Start Date: FY-92
Target Location: Oahu, Kauai, Maui, Molokai, Hawaii
Total Budget Estimate: FY-92 \$600,000 (DLIR)
FY-93 \$800,000 (DLIR)

ACTION D(3)(b). DLIR-OCS to fund repair of Head Start facilities and replacement of dilapidated classroom equipment in order to improve the development of low-income pre-school children.

Lead Organization: DLIR-OCS
Assisting Organizations: CAA
Start Date: July 1991
Target Location: Statewide
Total Budget Estimate: FY-92 \$250,000 (DLIR)
FY-93 \$280,000 (DLIR)

ACTION D(3)(c). EOA to collaborate with assisting organizations to develop State policies and/or legislation on providing assistance to employees who have responsibilities for elders.

Lead Organization: EOA
Assisting Organizations: DHS, DOH; DLIR-ES, Care Homes and Facilities, CBO, Labor Unions, DBED, B&F, DHS, DPS, DOTAX, Private Business, OCY
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$75,000 (EOA)
FY-93 \$75,000 (EOA)

ACTION D(3)(d). OCY to coordinate and fund child care/early childhood initiatives; to develop and implement State policies, action plans and demonstration projects to strengthen the child care system.

Lead Organization: OCY
Assisting Organizations: DBED, DHS, DOE, DOH, DLIR-DO, DPS, Private Business, Labor Unions, DPS, UH, DCCA, CAA,
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$ 5,622,486 (OCY)
FY-93 \$10,058,193 (OCY)

ACTION D(3)(e). DLIR-DO to develop a family leave policy model on the basis of the study conducted by the UH-IRCC.

Lead Organization: DLIR-DO
Assisting Organization: UH-IRRC
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$200,000 (DLIR)
FY-93 \$0

ACTION D(3)(f). DOT to continue to develop telework centers/satellite offices in every major community in the state to allow more employees to work closer to home and to provide more government services closer to residents' homes.

Lead Organization: DOT
Assisting Organizations: DAGS, Governor's Office of
Information, Private Businesses
Start Date: FY-90
Target Location: Statewide
Total Budget Estimate: FY-92 \$400,000 (DOT)
FY-93 \$100,000 (DOT)

POLICY D(4): Provide programs that maintain the health of workers.

The new State Health Insurance Program (SHIP), which started in April 1990, is designed to provide health insurance coverage to the estimated 40,000 to 70,000 people who may not have been covered previously. Included in this group are the long-term unemployed; the working poor who do not choose family coverage because of cost; and part-time and temporary workers who may not otherwise qualify for health care coverage. Also, loss of Medicaid insurance discourages heads of households from moving out of the welfare system into employment.

ACTION D(4)(a). DOH, through SHIP, to continue to evaluate methods from which employers can provide employees with increased options to obtain family health care coverage or for improving access to health care.

Lead Organization: DOH
Assisting Organizations: DBED, DHS, Private Businesses,
Labor Unions
Start Date: FY-91
Target Location: Statewide
Total Budget Estimate: FY-92 \$0
FY-93 \$0

POLICY D(5): Promote and develop policies and programs that address human resource oriented or participatory management activities in public and private sector organizations.

Many studies have shown the importance of involving employees in the development of new production procedures, management practices and even company policies. This involvement may range from an employee "suggestion box" where suggestions are seriously addressed to an employee stock ownership program (ESOP) where employees own the company. Especially in times of a tight labor market, employee involvement can result in improved worker productivity and reduced employee turnover, thus enhancing competitiveness.

ACTION D(5)(a). DLIR-ASSET to expand its focus by initiating training services to support employment retention in existing companies through improved productivity, with programs in new and improved procedures to manage business operations and human resources, travelling trainer services, and upgrade training for workers to meet new and changing technology.

Lead Organization: DLIR-ASSET
Assisting Organizations: DBED, UH, Business and Labor
Organizations, Private Training Institutions
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$250,000 (DLIR)
FY-93 \$250,000 (DLIR)

POLICY D(6): Improve assistance to Hawaii's Workers' Compensation (WC) claimants by reducing the time required to resolve their industrial injury claims.

Because of the rising number of WC claims (an increase of 32% since 1985), there has developed a backlog of WC cases requiring processing, maintenance, investigation, hearings and overall support on all islands. The backlog has created hardships to the injured workers. Service to the injured workers can be improved by increasing the number of personnel servicing the increasing WC cases of injured workers.

ACTION D(6)(a). DLIR-DC to provide timely assistance to Hawaii's injured workers by hiring additional personnel.

Lead Organization: DLIR-DC
Assisting Organization:
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$941,119 (DLIR)
FY-93 \$903,868 (DLIR)

ISSUE AREA 4. EMPLOYMENT PLANNING INFORMATION AND EMPLOYMENT
COORDINATION

Improved planning of economic development, employment and training activities hinges on better information, perceptive analysis, and stronger coordination.

Today's employment information capability. Early State efforts in labor demand projections followed national trends in area skill surveys in the late 1960s and community occupational surveys in the early 1970s. Beginning in 1977, the Department of Labor and Industrial Relations, through its Labor Market Information and Analysis Program, received assistance from the USDOL's Bureau of Labor Statistics Program. This program provided for the development of triennial occupational surveys by industry and helped to establish industry-occupation staffing ratio matrices. These matrices were then applied to five-year industry employment projections obtained by regression analyses techniques. (Refer to the methodology section of the Employment Outlook for Industries and Occupations.)

Meanwhile, beginning with the 1978 CETA Act, an Occupational Information Coordinating Committee was established and was subsequently made a permanent State body in Chapter 373C HRS, Occupational and Career Information. In Subsection 373C-23, HRS, responsibilities are provided for the Department of Labor and Industrial Relations (DLIR) to prepare occupational employment demand information concerning projected needs for occupational skills in Hawaii's labor market; the Department of Education and U.H. systems to produce uniform public and private educational supply data; the state employment (job) training council to produce federal training supply data; and Department of Human Services to prepare information on rehabilitative training.

Part IV of Chapter 373C, HRS, provides for a Hawaii career information delivery system to be a part of the occupational information system and to develop and deliver occupational and educational information used for career choice and job search purposes. Part V of Chapter 373C, HRS, provides for DLIR to conduct an occupational employment statistics program to develop occupational demand projections, and a labor market information development program including employment and unemployment demographics and labor market area industrial economic analysis.

DLIR's Research and Statistics office is responsible for oversight and management of a statewide comprehensive labor market and occupational supply and demand information system.

H.R. 29-88, H.D.1 and H.C.R. 26-88, H.D.1 ask that a five-year assessment of employment needs in the State be included in the Employment Functional Plan. Such assessment is intended to identify job shortages and surpluses in different regions and occupations. The assessment requires a five-year projection of industry and occupational demand and an estimate of labor supply or who the jobseekers will be by occupation in five years. Occupational demand projections already exist. DLIR is currently compiling labor supply information from sources scattered

throughout the community. This labor supply system will be able to display the number of people in occupational skills who are currently looking for work or are now in training and will be looking for work in the next five years.

Coordination needs. The purpose of employment coordination is to maximize efficient utilization of resources, information and implementation of services. Examples of coordination are information sharing, concerted services, multi-program planning and joint decision-making.

OBJECTIVE E: IMPROVE PLANNING OF ECONOMIC DEVELOPMENT, EMPLOYMENT AND TRAINING ACTIVITIES.

POLICY E(1): Improve employment information for planning.

The condition of employment is the result of many interfacing activities, the most substantial being the demand for labor (or workers) as generated by economic development, and the supply of labor (or workers) as provided by available working-age population and education and training schools and programs. Planners for each of these elements may be making different assumptions based on different sets of data. Thus consistent employment planning information is sought. What information is useful, what else is needed, and who will use it should be assessed and regularly updated. Some information gaps are already known; e.g., employment and occupational profiles on the unemployed, the underemployed, the self-employed, people with disabilities; industry profiles; agriculture occupational information; reliable labor supply data; studies and data generated by private industry and private providers; analysis to interpret statistics; sub-island details; improved employer surveys; comprehensive wage survey; improved projections and short- and long-term information on demand and supply by industry and occupation.

ACTION E(1)(a). DLIR-R&S to operate a statewide system of employment planning information for use by state and county agencies.

Lead Organization: DLIR-R&S
Assisting Organizations: DBED, DOE, UH, DHS
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$200,000 (DLIR)
FY-93 \$200,000 (DLIR)

ACTION E(1)(b). DLIR-R&S to operate a data base system which measures and identifies the labor supply of the State.

Lead Organization: DLIR-R&S
Assisting Organizations: DBED, DOE, UH, DHS, Alu Like,
Private Training Institutions, DOC, OCY, EOA
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$30,576 (DLIR)
FY-93 \$30,576 (DLIR)

ACTION E(1)(c). DLIR-HSOICC to define, analyze, and publish descriptions of functional occupational skills and (related training programs) needed for existing and anticipated new industries for use in planning educational and job training programs.

Lead Organization: DLIR-HSOICC
Assisting Organizations: DBED, UH, DOE, DLIR-OETA
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$35,802 (DLIR)
FY-93 \$39,515 (DLIR)

POLICY E(2): Improve assessment and analysis of employment information for planning.

Most of the statewide and county information is produced by DLIR; however there may be other helpful information gathered through individual instructional programs and/or community surveys. Analysis of the information is important for users and recommendations for expansion, contraction, or new work activities may assist the planning and adjustments of education and training offerings. Periodic and continuing user training workshops for planners involved in employment-related activities seem desirable to develop and maintain consistent interpretation and application of employment planning information and to apprise new planners.

ACTION E(2)(a). DLIR-R&S and HSOICC to improve user understanding of employment information through publications and regularly scheduled seminars and workshops.

Lead Organization: DLIR-R&S/HSOICC
Assisting Organizations: UH, DBED, counties, businesses, DOE
Start Date: FY-94
Target Location: Statewide
Total Budget Estimate: FY-92 \$0
FY-93 \$0

POLICY E(3): Coordinate human resources planning with economic development planning.

Human resources (labor supply) may be a limiting and critical factor in economic development activities and needs to be considered early in the development approval process. Employment, education and training planners should have the opportunity for early input in the economic development process.

There is no current provision for responding to new and changing employment needs, except in the University program review process which occurs once in five years. Employers who wish to tap into training resources often do not know whom to contact or where to go for assistance. New, expanding and/or converting industries and skill demands need to be serviced in order to meet the challenge of diversifying economic and employment opportunities.

ACTION E(3)(a). DLIR-COEHR and UH to establish a Hawaii Training Network to identify, relate and organize employment and training services between public education and training institutions with the private sector to respond to economic development and human resource needs; thus the training and retraining of new and current workers will be regarded as a principal initiative in promoting employment and economic development strategies. Network to also establish channels for dialogue and continuing communication with business/industry groups to mutually assess new and changing employment demands.

Lead Organizations: DLIR-COEHR, DBED, and UH
Assisting Organizations: DOE, DOH, Alu Like, Job Corps, JTPA agencies, PIC, HJTCC, Business Organizations, DLIR-TC, OSP, WOEC, NSCTC, Counties, DOH, COPWD, Private Training Institutions
Start Date: FY-92
Target Location: Statewide
Total Budget Estimate: FY-92 \$0
FY-93 \$0

ACTION E(3)(b). OSP to notify DBED, DLIR, DOT, UH and OCY of significant new and expanded economic development requests, so they can submit an appraisal of human resource needs, including transportation, child care, training, and labor supply.

Lead Organization: OSP
Assisting Organizations: DBED, DLIR, OCY, DOT, UH
Start Date: FY-91
Target Location: Statewide
Total Budget Estimate: FY-92 Not applicable
FY-93 Not applicable

APPENDIX A

AGENCY LIAISON GROUP

<u>Name</u>	<u>Agency</u>
Conroy Chow, Chief	Planning Office Dept. of Human Services
Ronald Choy, Income Technical Officer	Dept. of Taxation
Joanne Colozzi, Planning Officer	Office of Planning & Policy University of Hawaii
Lynn Fallin, Director	Office of Children & Youth
Masao Hanaoka, Marketing Program Adm.	Dept. of Agriculture
Terry Higa, Adm. Services Officer	Administrative Office Dept. of Commerce and Consumer Affairs
Mildred Higashi, Educational Director	Administrative Services Office of Instructional Services Dept. of Education
Ronald Hirano, Deputy Director	Dept. of Transportation
Carole Hoe, Administrator	Program Development Office Dept. of Corrections
Wayne Matsuura, Deputy Attorney General	Dept. of Attorney General
Thomas Smyth, Division Head	Business Services Division Dept. of Business and Economic Development
Peter Sybinsky, Deputy Director	Dept. of Health
Jeanette Takamura, Director	Executive Office on Aging
Thomas Yamashiro, Deputy Director	Dept. of Budget and Finance
Titus Yap, Deputy Director	Dept. of Personnel Services
James Yasuda, Deputy Comptroller	Dept. of Accounting and General Services

APPENDIX B

STAFF TEAM

<u>Name</u>	<u>Department, Division/Office</u>
David Komori, Plan Manager	DLIR, Director's Office
Sybil Kyi, Plan Manager	DLIR, COEHR
Diane Apt	DLIR, ASO
Sue Berg	Office of the Governor, OCY
Dorothy Bremner	DLIR, COEHR
John Brough	DOC, Institutional Support Services
Linda Buck	Office of the Governor, OCY
Rich Budnick	DLIR, Director's Office
Ronald Choy	DOTAX, Income Technical Office
Mary Chung	DHS, Project Success
Lois Eiting	DLIR, Personnel
Mary Alice Evans	Office of the Governor, OSP
Carole Hara	DLIR, Enforcement
Naomi Harada	DLIR, R&S
Gail Haruki	Executive Office on Aging
Lincoln Higa	DLIR, Career Kokua
Terry Higa	DCCA, Administrative Services
Robert Hoffman	DLIR, OCS
Charles Ito	DLIR, OETA
Kenneth Kadomoto	DLIR, Disability Compensation
Wayne Kotaki	B&F, Budget, Planning & Management
Joseph Lapilio	DLIR, Special Programs
Janet Leister	DBED, Business Services
Julina Lung	DLIR, Apprenticeship
Debbie Luning	B&F, HFDC
Dianne Matsuura	DAGS, Personnel
Wayne Matsuura	AG, Assigned to DLIR
Robert Shore	DBED, Research & Economic Analysis
Pat Stanley	DLIR, HSOICC
Joanne Swearingen	DOE, Career Education
Chin-lan Tsai	DLIR, EDP Systems Office
Edward Uchida	DOT, Statewide Transportation Planning
Vernon Von	DPS, Training and Safety
Earl Yamamoto	DOA, Planning and Development
Jane Yamashiro	UHCC, Chancellor's Office
Miles Yasui	DLIR, UI
Elaine Young	DLIR, ES

APPENDIX C

STATUTORY GUIDELINES FOR THE EMPLOYMENT FUNCTIONAL PLAN

Hawaii State Plan

The development of an Employment Functional Plan for the State of Hawaii has been guided by Chapter 226 Hawaii State Plan, as amended. The portions of Chapter 226 which pertain to employment in the state are excerpted below.

§226-3. The following principles or values are established as the overall theme of the Hawaii state plan:

- (1) Individual and family self-sufficiency refers to the rights of people to maintain as much self-reliance as possible.
- (2) Social and economic mobility refers to the right of individuals to choose and to have the opportunities for choice available to them. It is a corollary to self-sufficiency. Social and economic mobility means that opportunities and incentives are available for people to seek out their own levels of social and economic fulfillment.

Society's role is to encourage conditions within which individuals and groups can approach their desired levels of self-reliance and self-determination.

§226-6. Objectives and policies for the economy.

- (1) Increased and diversified employment opportunities to achieve full employment, increased income and job choice, and improved living standards for Hawaii's people.
- (9) Foster greater cooperation and coordination between the public and private sectors in developing Hawaii's employment and economic growth opportunities.
- (10) Stimulate the development and expansion of economic activities which will benefit areas with substantial or expected employment problems.
- (11) Maintain acceptable working conditions and standards for Hawaii's workers.
- (12) Provide equal employment opportunities for all segments of Hawaii's population through affirmative action and nondiscrimination measures.

- (15) Increase effective communication between the educational community and the private sector to develop relevant curricula and training programs to meet future employment needs in general, and requirements of new, potential growth industries in particular.
- (16) Foster a business climate in Hawaii that is conducive to the expansion of existing enterprises and the creation and attraction of new business and industry.

§226-10.

- (8) Develop, promote, and support research and educational and training programs that will enhance Hawaii's ability to attract and develop economic activities of benefit to Hawaii.

§226-21. Policies for education.

- (5) Provide higher educational opportunities that enable Hawaii's people to adapt to changing employment demands.
- (6) Assist individuals, especially those experiencing critical employment problems or barriers, or undergoing employment transitions, by providing appropriate employment training programs and other related educational opportunities.
- (7) Promote programs and activities that facilitate the acquisition of basic skills, such as reading, writing, computing, listening, speaking, and reasoning.

§226-103. Priority guidelines to stimulate economic growth and encourage business expansion and development to provide needed jobs for Hawaii's people and achieve a stable and diversified economy include:

- (9) Support and encourage, through educational and technical assistance programs and other means, expanded opportunities for employee ownership and participation in Hawaii business.
- (10) Enhance the quality of Hawaii's labor force and develop and maintain career opportunities for Hawaii's people through the following actions:
 - (A) Expand vocational training in diversified agriculture, aquaculture, and other areas where growth is desired and feasible.
 - (B) Encourage more effective career counseling and guidance in high schools and post-secondary institutions to inform students of present and future career opportunities.
 - (C) Allocate educational resources to career areas where high employment is expected and where growth of new industries is desired.

- (D) Promote career opportunities in all industries for Hawaii's people by encouraging firms doing business in the State to hire residents.
- (E) Promote greater public and private sector cooperation in determining industrial training needs and in developing relevant curricula and on-the-job training opportunities.
- (F) Provide retraining programs and other support services to assist entry of displaced workers into alternative employment.

APPENDIX D

TECHNICAL REFERENCE DOCUMENTS
for the
EMPLOYMENT FUNCTIONAL PLAN

Commission on Employment and Human Resources (COEHR), 1986 Report to the Governor on Employment, December 1985.

COEHR, 1987 Report to the Governor on Employment, December 1976.

COEHR, Developing a Human Resource System for Hawaii, November 1987.

COEHR, 1988 Report to the Governor on Employment, April 1988.

APPENDIX E

SUMMARY OF
DEPARTMENT OF BUSINESS AND ECONOMIC DEVELOPMENT'S (DBED)
STRATEGIC PLAN
PERTAINING TO EMPLOYMENT

DBED's programs are being reorganized to promote:

- o Tourism
- o Military Assistance
- o Sports Industry
- o Small Business Services
- o Health and Fitness Industries

DBED is analyzing the following business opportunities for possible targeting for development:

- o Regional Headquarters
- o Financial Services - Investment Banking
- o Health Care Industries - Preventive Health and Medical Activities
- Retirement Services/Nursing Homes
- o Telecommunications
- o Ocean Recreation
- o Seafood Marketing and Processing
- o Professional Education Services; Business Training Centers
- o Diversified Agri-Business (including floral), Tropical Fruit and
Juice
- o Media Events (e.g., Pageants, Expositions)
- o Livestock (Sheep) Processing
- o Space Technology
- o Software Development
- o Ocean Science and Technology (e.g., Aquaculture, Marine Biology),
Marine Mining
- o Higher Education (Research and Development)
- o Energy (Alternative Energy)
- o Fisheries
- o High Technology Manufacturing
- o Telemarketing

APPENDIX F

SELECTED STATISTICS RELATED TO SPECIAL POPULATIONS

Single Parents:

Approximately 17,000 single-parent families received public assistance from the Department of Human Services in 1987.

Nineteen percent of all families in Hawaii in 1980 were female-headed, with no husband present. Twenty-one percent of them had no workers, and 44% had only one worker.

Working Women:

Of 62,606 women in Hawaii with children under 6 years, 32,215 (51.5%) were in the labor force in 1980. Those with children 6 to 17 years numbered 65,359, of which 45,523 (69.7%) were in the labor force.

Elderly:

It is projected for 1990 that elderly individuals 65 years of age and over will represent 11% of the total population. Of Hawaii residents over age 65 in 1980, 85.4% were not in the labor force.

At-risk Youth:

Of 70,626 7-12th graders evaluated by the Department of Education in 1988-1989 school year, 8,163 (11.5%) were "alienated youth." Of these, 2,058 were considered "severely alienated." The annual drop-out rate was 5.5% of the secondary school population. In 1988 there were 16,306 status arrests in Hawaii, of whom 9,188 were referred to juvenile court or probation department. In 1988, there were 3,843 reports of child abuse and neglect, of which 2,285 were confirmed.

Incarcerated Persons:

In 1988, 2,194 persons were incarcerated, of whom 77 were youths in juvenile facilities.

Non-native Speakers of English:

An estimated 15% of Hawaii's adult population in 1980 were not literate in English. In that year 14.2% of Hawaii residents were foreign-born. An estimated 228,955 of 887,707 persons age 5 and over (25.8%) spoke a language other than English at home. During the years 1977-1987, 64,648 immigrants entered Hawaii.

Functionally Illiterate Persons:

The Governor's Council on Literacy estimates that one in five of Hawaii's 776,000 adults is functionally illiterate: 155,000.

Persons with Disabilities:

A 1989 Hawaii survey found that less than one-third of the working age population with disabilities were currently employed. Two-thirds of those not working wanted to work. Nationally, the median income of men with disabilities was 48% of that for all men. The median income of women with disabilities was 59% of the median income of all women.

Disadvantaged Persons:

In 1988, the average monthly public assistance caseload was 18,520 which comprised 14,156 adults and 27,302 children. A total of 13,548 of the cases involved dependent children and approximately 10,278 were female-headed families.

These poverty thresholds, effective April 1989, were established by the U.S. Department of Health and Human Services to determine eligibility for certain Federal programs for the poor.

<u>Size of Family Unit</u>	<u>Annual Poverty Threshold</u>
1	\$ 6,870
2	9,220
3	11,570
4	13,920
5	16,270
6	18,620
7	20,970
8	23,320

For family units with more than 8 members, add \$2,350 for each additional member.

The U.S. Bureau of Labor Statistics estimates that a four-person family in Hawaii would need \$20,880 a year (150% of the poverty threshold) to maintain a lower standard of living.

LABOR FORCE ITEMS	U.S.	STATE	HONOLULU MSA	HAWAII COUNTY	MAUI COUNTY	KAUAI COUNTY
JUL 1990						
Civilian Labor Force	126,900.0	539.5	393.5	60.0	57.5	28.5
Unemployed	6,945.0	15.3	10.0	2.5	1.6	1.1
Percent Unemployed	5.5	2.8	2.6	4.2	2.8	4.0
Employed	119,954.0	524.1	383.5	57.5	55.8	27.3
JUN 1990						
Civilian Labor Force	126,307.0	541.3	397.4	59.1	56.9	28.0
Unemployed	6,702.0	15.6	10.3	2.6	1.7	1.0
Percent Unemployed	5.3	2.9	2.6	4.4	3.0	3.6
Employed	119,605.0	525.8	387.1	56.5	55.2	27.0
JUL 1989						
Civilian Labor Force	126,238.0	527.0	386.0	57.4	55.7	27.9
Unemployed	6,736.0	11.5	7.4	2.3	1.2	.6
Percent Unemployed	5.3	2.2	1.9	3.9	2.2	2.3
Employed	119,502.0	515.6	378.6	55.2	54.5	27.2

Honolulu MSA - Honolulu Metropolitan Statistical Area (or Oahu).

Maui County - Includes the Islands of Maui, Molokai, Lanai.

Data in thousands. All data unadjusted. Totals may not add due to rounding.

HOURS AND EARNINGS OF WORKERS
IN SELECTED INDUSTRIES
July 1990 (Preliminary)

	Avg. Weekly Earnings		Avg. Weekly Hours		Avg. Hourly Earnings	
	State	Honolulu	State	Honolulu	State	Honolulu
Contract Construction.....	\$810.64	\$818.23	40.9	41.2	\$19.82	\$19.86
Manufacturing.....	447.92	462.11	40.1	40.5	11.17	11.41
Food and Kindred Products	397.99	438.00	41.2	43.8	9.66	10.00
Textile & Apparel.....	217.06	214.98	35.7	35.3	6.08	6.09
Printing & Publishing....	550.50	563.14	36.7	37.0	15.00	15.22
Communications & Utilities.	690.85	667.29	44.2	43.5	15.63	15.34
Trade.....	287.30	298.72	33.8	34.1	8.50	8.76
Wholesale.....	387.03	413.10	39.9	40.5	9.70	10.20
Retail*.....	254.72	256.45	31.8	31.7	8.01	8.09
Finance.....	353.98	356.45	39.2	39.3	9.03	9.07
Hotels.....	342.31	348.94	36.3	37.2	9.43	9.38

*Excludes eating and drinking establishments.

NON-AGRICULTURE WAGE AND SALARY JOBS*

	JUL 1990 --PRELIMINARY COUNTIES			JUN 1990 --REVISED PRELIMINARY COUNTIES			JUL 1989 --REVISED PRELIMINARY COUNTIES		
	STATE	HONOLULU	MAUI KAUAI	STATE	HONOLULU	MAUI KAUAI	STATE	HONOLULU	MAUI KAUAI
TOTAL JOBS	518.1	404.8	42.9 46.8 23.6	520.7	408.3	42.5 46.5 23.4	506.7	396.9	41.1 45.2 23.6
Construction	29.2	22.0	2.4 3.6 1.2	29.3	22.2	2.4 3.5 1.2	30.1	23.1	2.6 3.0 1.4
Manufacturing	20.9	15.5	2.5 1.9 1.0	20.8	15.5	2.4 1.9 1.0	21.3	16.2	2.1 2.0 1.0
Durable Goods	4.2	3.7	.2	4.2	3.7	.2	4.2	3.7	.2
Lumber & Wood	1.0	.8	.1	1.0	.8	.1	1.0	.8	.1
Stone,Glass,Clay	1.3	1.1	.1	1.3	1.1	.1	1.2	1.0	.1
Other Durables	1.9	1.8	.1	1.9	1.8	.1	2.0	1.9	.1
Non-durable Goods	16.7	11.8	2.2 1.7 1.0	16.6	11.8	2.2 1.6 1.0	17.1	12.5	1.9 1.8 1.0
Food Processing	9.2	5.1	1.8 1.4 .8	9.0	5.0	1.8 1.3 .8	9.3	5.6	1.5 1.5 .8
Textile & Apparel	2.2	2.2	N.D.	2.3	2.2	N.D.	2.6	2.5	N.D.
Print. & Publish.	3.7	3.1	.2	3.7	3.1	.2	3.7	3.1	.2
Other Non-Dur.	1.7	1.4	.2	1.7	1.4	.2	1.6	1.4	.2
Transp.,Comm.&Util.	42.2	34.4	2.6 2.7 2.6	41.8	34.0	2.6 2.7 2.6	40.8	33.3	2.4 2.8 2.3
Transportation	31.9	26.6	1.8 2.0 1.6	31.6	26.2	1.8 2.0 1.6	30.6	25.5	1.6 2.1 1.4
Communication	7.4	5.8	.4	7.4	5.8	.4	7.4	5.8	.4
Utilities	2.8	2.0	.4	2.8	2.0	.4	2.8	2.0	.4
Trade	136.1	104.0	12.4 13.3 6.4	134.7	103.0	12.0 13.2 6.4	135.0	103.2	11.7 13.5 6.6
Wholesale	22.6	19.0	1.9 1.3 .4	22.5	18.9	1.9 1.3 .4	22.2	18.7	1.8 1.3 .4
Retail	113.6	85.0	10.5 12.0 6.1	112.2	84.1	10.1 11.9 6.0	112.8	84.6	9.9 12.2 6.2
Gen. Merchandise	12.9	10.5	1.0 1.0 .5	12.3	10.0	.9 1.0 .5	12.1	9.8	.9 .9 .5
Grocery	11.7	7.2	2.1 1.5 .9	11.5	7.1	2.0 1.5 .9	11.0	7.0	1.7 1.4 1.0
Apparel&Accessory	8.7	7.1	.6 .8 .3	8.8	7.1	.6 .8 .3	8.9	7.0	.6 1.0 .3
Other Retail	80.3	60.3	6.8 8.7 4.4	79.5	59.9	6.6 8.6 4.3	80.9	60.8	6.8 8.9 4.4
Fin.,Ins.&Real Est.	36.2	29.4	2.1 3.0 1.6	36.0	29.3	2.1 3.0 1.6	35.2	28.6	2.1 3.1 1.5
Services & Misc.	151.0	115.0	12.4 16.3 7.3	150.9	114.8	12.4 16.3 7.4	145.3	109.9	12.5 15.3 7.5
Hotels	37.9	19.5	5.8 8.8 3.8	38.0	19.5	5.8 8.9 3.9	36.7	18.6	6.0 8.0 4.2
Hospitals	12.1	11.5	.0 .1 .5	12.0	11.3	.0 .1 .5	10.8	10.2	.0 .1 .5
Health,Exc. Hosp.	17.9	14.1	1.7 1.5 .6	17.7	13.9	1.7 1.4 .7	16.6	13.3	1.6 1.3 .6
Other Services	83.1	70.0	4.8 6.0 2.3	83.1	70.0	4.9 5.9 2.3	81.1	67.9	5.0 6.0 2.3
Government	102.5	84.5	8.6 6.0 3.4	107.3	89.5	8.5 5.9 3.4	99.0	82.5	7.8 5.5 3.1
Federal	34.4	32.5	1.0 .6 .4	34.7	32.8	1.0 .6 .4	33.8	32.3	.8 .4 .3
State	52.3	40.9	5.6 3.8 2.0	58.5	46.9	5.6 3.9 2.1	49.7	39.1	5.1 3.5 1.9
County	15.7	11.1	2.0 1.7 1.0	14.2	9.8	2.0 1.5 .9	15.5	11.1	1.9 1.6 .9
LABOR DISPUTES	N.D.	.0	N.D.	N.D.	.0	N.D.	N.D.	N.D.	.0

* Data for the State and Honolulu MSA in cooperation with the Bureau of Labor Statistics.

N.D. = Less than 50 or Not Available.

NOTE: Data in thousands. Totals may not add due to rounding. All data unadjusted. Total jobs include multiple jobholders and exclude non-agricultural self-employed, unpaid family workers, and domestics. Estimates include all full-time or part-time wage and salary employees who worked or received pay during the week including the 12th of the month. Persons on the payroll of more than one establishment during the same reference week are counted for each establishment.

EMPLOYMENT BY OCCUPATION AND INDUSTRY
STATE OF HAWAII
1988-1993

OCCUPATION TITLE	TOTAL ALL INDUSTRIES		CONSTRUCTION		MANUFACTURING		TRANSPORTATION AND COMMUNICATION UTILITIES		WHOLESALE AND RETAIL TRADES		FINANCE, INSURANCE, AND REAL ESTATE		SERVICES		GOVERNMENT	
	1988	1993	1988	1993	1988	1993	1988	1993	1988	1993	1988	1993	1988	1993	1988	1993
TOTAL, ALL OCCUPATIONS	469,030	540,810	20,500	24,910	22,030	23,330	40,290	48,950	127,280	145,140	35,240	38,310	132,910	165,120	90,780	95,040
Managerial & Administrative Occ.	17,140	19,730	1,210	1,460	630	670	1,400	1,680	3,140	3,560	3,180	3,420	5,290	6,500	2,290	2,440
Professional, Paraprofess., Technical	84,370	97,810	1,210	1,490	1,000	1,070	2,840	3,280	3,940	4,420	3,890	4,270	33,410	43,170	38,090	40,100
Management Support Occ.	6,240	7,820	170	220	110	110	280	370	550	650	1,830	2,040	2,140	3,180	1,160	1,250
Engineers, Architects, Surveyors	8,900	11,080	360	440	170	180	720	850	350	390	90	90	3,240	4,940	3,970	4,190
Natural, Computer, Math Scientists	2,100	2,310	*	*	90	100	20	20	10	10	*	*	350	480	1,630	1,710
Computer & Mathematical Occ.	2,920	3,410	20	20	50	50	190	230	210	240	550	600	900	1,200	1,010	1,060
Social Scientists, Recr., Religion	3,660	4,220	0	0	0	0	0	0	0	0	30	30	2,060	2,540	1,570	1,650
Law & Related Occupations	2,650	3,250	0	0	0	0	10	10	0	0	230	250	1,640	2,150	780	840
Teachers, Librarians, Counselors	25,250	27,210	0	0	*	*	30	30	0	0	*	*	6,740	7,730	18,480	19,440
Health Practitioners, Technicians	15,540	19,620	0	0	10	10	140	180	450	540	60	60	12,130	15,860	2,750	2,980
Writers, Artists, Enter., Athletes	4,450	5,140	0	0	390	420	720	770	650	740	60	60	2,460	2,970	180	180
All Other Professional, Paraprof., & Technical Occ.	4,400	4,770	*	*	10	20	250	290	370	420	460	500	820	980	2,480	2,560
Sales & Related Occupations	59,120	69,130	250	310	1,340	1,490	3,040	4,460	44,590	51,270	3,260	3,670	6,250	7,510	400	410
First Line Supervisors, Sales	7,860	8,950	10	20	140	160	240	340	6,000	6,780	640	700	800	930	30	30
Service Sales Occupations	5,260	6,880	0	0	160	170	2,190	3,350	0	0	2,320	2,650	580	700	10	10
Commodity Sales	43,980	50,940	170	210	880	990	220	320	38,110	43,970	80	80	4,180	5,030	340	350
Clerical & Admin. Support Occ.	91,600	103,030	2,170	2,550	2,710	2,880	12,870	15,360	13,620	14,570	17,800	18,970	25,950	31,930	16,490	16,770
First Line Supervisors, Clerical	6,130	7,050	40	50	220	240	900	1,140	1,200	1,320	1,690	1,860	1,320	1,650	780	800
Industry Specific Support Occ.	13,940	15,870	0	0	110	130	2,980	3,890	300	310	6,130	6,480	2,720	3,260	1,710	1,810
Secretarial & General Office Occ.	49,860	56,580	1,950	2,290	1,630	1,740	3,610	4,220	7,970	8,570	7,530	8,070	17,760	22,130	9,410	9,560
Data Proc. Comm Equip, Distrib, Occ.	21,670	23,530	180	220	740	780	5,390	6,100	4,160	4,370	2,450	2,560	4,160	4,900	4,590	4,600
All Other Clerical & Adm. Support	4,890	5,360	40	50	30	30	290	360	370	410	1,240	1,330	750	910	2,170	2,260

EMPLOYMENT BY OCCUPATION AND INDUSTRY
STATE OF HAWAII
1988-1993

OCCUPATION TITLE	TOTAL ALL INDUSTRIES		CONSTRUCTION		MANUFACTURING		TRANSPORTATION AND COMMUNICATION UTILITIES		WHOLESALE AND RETAIL TRADES		FINANCE, INSURANCE AND REAL ESTATE		SERVICES		GOVERNMENT	
	1988	1993	1988	1993	1988	1993	1988	1993	1988	1993	1988	1993	1988	1993	1988	1993
Service Occupations	115,210	136,350	150	180	440	470	4,560	5,760	44,450	51,750	3,690	4,070	46,470	57,560	15,450	16,570
First Line Supervisors, Service	6,470	7,510	10	10	10	10	140	160	3,140	3,630	90	100	1,770	2,170	1,310	1,430
Protective Service Occupations	12,120	13,820	20	20	30	40	110	110	360	380	1,190	1,270	4,160	5,210	6,240	6,800
Food & Beverage Occupations	56,520	67,100	*	*	90	100	510	560	38,600	45,110	90	100	15,420	19,400	1,800	1,830
Health Service Occupations	6,520	8,080	0	0	0	0	0	0	60	70	0	0	4,980	6,420	1,480	1,590
Cleaning & Building Service Occ.	21,860	25,450	70	80	300	320	290	340	2,010	2,260	2,110	2,370	13,670	16,490	3,400	3,590
Personal Service Occupations	8,720	10,860	0	0	0	0	3,100	4,050	80	90	0	0	5,380	6,550	160	160
All Other Service Workers	3,010	3,530	60	70	*	*	400	540	190	220	210	230	1,100	1,310	1,060	1,170
Agriculture, Forestry, Fishing	5,090	5,850	20	20	470	450	10	20	280	320	1,380	1,600	1,630	2,010	1,310	1,420
Supervisors, Farm, Forest, Ag.Rel	40	40	0	0	30	20	0	0	0	0	0	0	0	0	10	10
Other Agriculture & Forestry Occ.	5,050	5,800	20	20	440	430	10	20	280	320	1,380	1,600	1,630	2,010	1,300	1,410
Production, Oper., Maintenance	96,510	108,920	15,490	18,900	15,450	16,300	15,580	18,390	17,260	19,250	2,050	2,300	13,910	16,440	16,760	17,340
Blue Collar Worker Supervisors	6,340	7,010	920	1,120	1,120	1,200	1,030	1,170	740	810	280	320	600	700	1,640	1,680
Inspectors & Related Occ.	530	580	*	*	230	240	120	120	30	40	*	*	110	150	40	40
Mechanics, Installers, Repairers	6,920	7,820	200	240	830	850	460	530	520	590	1,300	1,480	2,000	2,470	1,630	1,670
Construction Trades, Extractive	13,780	16,120	8,860	10,870	470	470	160	180	210	240	160	180	700	840	3,210	3,330
Precision Production Occ.	5,580	6,090	640	790	1,760	1,900	40	50	840	940	*	*	720	840	1,570	1,570
Mach. Set-up Op., Oper. & Tend	8,630	9,450	140	160	4,810	5,060	50	60	960	1,090	30	30	2,230	2,620	420	430
Hand Working Occ., inc. Assemblers	4,600	5,030	110	130	2,340	2,510	360	410	530	600	10	10	320	390	930	980
Plant & System Occupations	950	1,010	10	10	280	290	250	280	30	30	10	10	10	10	360	380
Transp. & Mat. Moving Mach Op	20,520	23,650	1,610	1,930	2,010	2,130	6,090	7,450	6,090	6,840	100	110	3,040	3,560	1,580	1,640
Helper, Laborer, Mat. Mover, Hand	15,590	17,980	2,340	2,820	1,300	1,390	3,260	4,110	3,920	4,410	100	100	1,750	2,100	2,920	3,050

* Employment estimate is between ± 5, but is not equal to zero.
Notes: Totals may not add due to rounding of estimates to the nearest ten.
The services industry includes state-operated hospitals and schools.

APPENDIX G

ABBREVIATIONS

AIMS	- Assured Improved Management System, Inc.
ASSET	- Aloha State Specialized Employment and Training (DLIR)
B&F	- Department of Budget and Finance
CAA	- Community Action Agencies, specifically, HCAP, HCEOC, KEO, MEO
CBO	- Community Based Organizations
CETA	- Comprehensive Employment Training Act
CK	- Career Kokua (HCIDS) (DLIR)
COEHR	- Commission on Employment and Human Resources (DLIR)
COPWD	- Commission on Persons with Disabilities
DAGS	- Department of Accounting and General Services
DBED	- Department of Business and Economic Development
DC	- Disability Compensation
DCCA	- Department of Commerce and Consumer Affairs
DDC	- Developmental Disabilities Council
DHS	- Department of Human Services
DLIR	- Department of Labor and Industrial Relations
DLNR	- Department of Land and Natural Resources
DO	- Director's Office (DLIR)
DOA	- Department of Agriculture
DOE	- Department of Education
DOH	- Department of Health
DOT	- Department of Transportation
DOTAX	- Department of Taxation
DPS	- Department of Personnel Services
EFP	- Employment Functional Plan

EOA - Executive Office on Aging

ES - Employment Service (DLIR)

ESL - English-as-a-Second Language

ESOP - Employee Stock Ownership Program

ETO - Employment Training Office (UH)

FB - Fiscal Biennium

FY - Fiscal Year

HAH - Healthcare Association of Hawaii

HCAP - Honolulu Community Action Program

HCEOC - Hawaii County Economic Opportunity Council

HCIDS - Hawaii Career Information Delivery System (Career Kokua)

HCR-26 - House Concurrent Resolution Requesting that a Five-Year Employment Assessment Plan for the State Be Made

HFDC - Housing & Finance Development Corporation

HHA - Hawaii Housing Authority

HJTCC - Hawaii Job Training Coordinating Council

HR-29 - House Resolution Requesting that a Five-Year Employment Assessment Plan for the State Be Made

HRDSP - Human Resource Development and Special Programs (DLIR)

HRS - Hawaii Revised Statutes

HSOICC - Hawaii State Occupational Information Coordinating Committee (DLIR)

IEP - Individualized Educational Programs

ILWU - International Longshoremen & Warehousemen's Union

INA - Information Not Available

ITP - Individualized Transition Program

JOBS - Job Opportunities and Basic Skills Training Program

JTPA - Job Training Partnership Act

KEO - Kauai Economic Opportunity, Inc.

KPISC - Kalihi Palama Immigrant Service Center
 MEO - Maui Economic Opportunity, Inc.
 NSCTC - North Shore Career Training Corporation
 OCS - Office of Community Services (DLIR)
 OCY - Office of Children and Youth
 OETA - Office of Employment and Training Administration (DLIR)
 OHA - Office of Hawaiian Affairs
 OSDVE - Office of the State Director for Vocational Education (UH)
 OSP - Office of State Planning
 OYS - Office of Youth Services (DHS)
 PIC - Private Industry Councils (JTPA)
 PSD - Department of Public Safety
 R&S - Research and Statistics (DLIR)
 SCOVE - State Council on Vocational Education (DLIR)
 SDA - Service Delivery Areas (JTPA)
 SMA - State Metropolitan Area
 TC - Transition Center (DLIR)
 TTC - Tourism Training Council (DLIR)
 UH - University of Hawaii
 UH-Hilo - University of Hawaii at Hilo
 UH-Voed - University of Hawaii-Vocational Education
 UHCC - University of Hawaii Community Colleges
 USDOL - U.S. Department of Labor
 WOEC - West Oahu Employment Corporation